

DEPARTMENT OF THE ARMY
DEVENS RESERVE FORCES TRAINING AREA
Devens, Massachusetts 01433-4424

Information Management
INDEX OF BLANK FORMS

HISTORY. This is the first publication of this pamphlet under the Devens Reserve Forces Training Area (RFTA).

SUMMARY. This pamphlet lists the local blank forms used within the Devens RFTA.

APPLICABILITY. This pamphlet applies to all activities within the Devens RFTA.

PROPONENT AND EXCEPTION POLICY. The Information Management Office (IMO) is the proponent of this pamphlet. The IMO has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation.

ARMY MANAGEMENT CONTROL PROCESS. This pamphlet contains no management control provisions and does not identify any key management controls that must be evaluated.

SUPPLEMENTATION. Supplementation of this pamphlet is prohibited without prior approval from the Information Management Office, ATTN: AFRC-FMD-IM, Devens, MA 01433-5080.

SUGGESTED IMPROVEMENTS. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Devens Reserve Forces Training Area, ATTN: AFRC-FMD-IM, Devens, MA 01433-5080.

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1. Responsibilities:

- a. Proponent activities should review their forms to ascertain that current requirements are met in accordance with publications referenced at paragraph 3. Forms no longer in effect should be reported in writing to the IMO Support Services Section, Box 8, or call ext. 2407.
- b. The list of obsolete forms should be reviewed and all copies of these forms destroyed.

2. Explanation Of List: The following symbols are applicable:

- * Form requires Privacy Act Statement.
- > New form added since last publication date
- + Revised edition of previously listed form.
- ^ Previous edition is obsolete.
- % Unit of issue is “card.” (indicates “cut sheet” on DA Form 17 for all other forms).
- E Form may be locally automated.
- @ Stocked and issued by proponent.

3. References:

- | | |
|--------------------------|---|
| a. AR 25-30 | The Army Integrated Publishing and Printing Program |
| b. Devens RFTA Reg 25-30 | The Devens RFTA Publishing and Printing Program |

4. Numerical List Of Devens RFTA Forms

Sym.	Form #	DATE	FORM TITLE	PROPOSER AFRC-FMD-
>	11	11/06/96	Range Firing, Training Area and Facility Request	RC
>	45	01/09/97	Master Key Roster	PS
>	51	02/05/96	Due Out Card	IM
>	101	07/02/96	Information Worksheet for Dependent Travel	DLT
>	102	07/02/96	Transportation Satisfaction Questionnaire	DLT
>	103	07/02/96	Travel Registration Worksheet	DLT
>-E	200	10/01/96	Appropriation Reimbursement Fund Control Document	RMO
>	244	04/19/96	Service Call Record	IM
>-E	245	07/26/96	Firewood Permit	DPW
>	326	07/02/96	NTVC Vehicle Dispatching, Inspection, and Responsibility Statement	DLT
>	327	07/02/96	NTVC Vehicle Inspection Sheet	DLT
>	328	08/12/96	Use of Meal Tickets	DLT
>	382	01/09/97	Physical Security Inspection Checklist	PS
>	400	10/29/96	VIP Visit Information Worksheet	RC

Sym.	Form #	DATE	FORM TITLE	PROPONENT AFRC-FMD-
>	401	10/29/96	Personnel Strength Report Form	RC
>	407	01/09/97	Weapons and Ammunition Inventory	PS
>	409	01/09/97	Serial Number Inventory of Weapons	PS
>	410	01/09/97	Arms Rooms and Intrusion Detection System (IDS) Control Register	PS
>	412	01/09/97	Weapons and Ammunition Issue and Turn In Register	PS
>	415	01/09/97	Arms, Ammunition and Explosives Storage Facilities Key/Lock Inventory	PS
>	451	01/09/97	Key Control Register	PS
>	458	04/12/96	Training Attendance Roster	IM
>	575	01/09/97	Alarm Control Log	PS
>	582	01/09/97	Emergency Notifications	PS
>	601	02/05/96	Certification of Official Calls	IM
>	602	02/05/96	Certification of Official Calling Card Calls	IM
>	603	04/04/96	Employee Safety and Health Record	SO
>	604	04/22/96	Fire Alarm Signal Operating Tests	DPW
>	621	09/13/96	Government Mail Costs	IM
>	651	12/31/96	Freedom of Information Act Request Log	IM
>	662	04/19/96	Register of Printing / Duplicating Requests	IM
>	837	04/18/96	Safety Course Card	SO

Form Letters:

>	FL 5	10/29/96	Request for Training Support	RC
>	FL 6	10/29/96	Application for Radio Frequency Assignment	RC
>	FL 37	07/02/96	Travel Authorization	DLT
>	FL 100	07/02/96	Dependent Travel Form Letter	DLT

Labels:

>	Label 8	04/12/96	Training Name Card	IM
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5. List Of Obsolete Devens RFTA Forms

Form #	Replaced by	Form #	Replaced by	Form #	Replaced by
600	None				

FOR THE COMMANDER:

OFFICIAL:

H. CARTER HUNT, JR.
Installation Commander

MELISSA A. DENTINO
Information Management Officer

DISTRIBUTION:
A,B,C,D